

Town of Rowe
Board of Selectmen – Minutes
Wednesday, May 30, 2018 – 6:30 pm
Rowe Town Hall - Hearing Room 1

Call to Order: The meeting was called to order by Chair Morse at 6:30 p.m.

Present: Chair Jennifer Morse, Vice-Chair Dennis May, Member Sokol and Executive Secretary Janice Boudreau
Loretta Dionne, David Dvore, Marilyn Wilson and Police Chief Julie Shippee

OPEN MEETING

Announcement of recording devices & noteworthy information

MINUTES

Motion to accept Minutes of April 25, 2018: Upon review, a motion was made by Member Sokol to accept the Minutes of April 25, 2018 as presented. The motion, seconded by Chair Morse was accepted. (2/0/1) Vice-Chair May abstained from the vote.

Motion to accept Minutes of May 14, 2018: Upon review, a motion was made by Vice-Chair May to accept the Minutes of May 14, 2018 with a correction. The motion, seconded by Member Sokol was accepted. (3/0/0)

Motion to accept Minutes of May 16, 2018: Upon review, a motion was made by Chair Morse to accept the Minutes of May 16, 2018 with a correction. The motion, seconded by Vice-Chair May was accepted. (3/0/0)

OLD BUSINESS

1. MLP Update: Municipal Light Plant Manager David Dvore presented an update:

- a). Davis Mine Rd. Pole Installation Schedule: Poles were delivered today and the design work is finished
- b). Westfield Gas and Electric (WG & E) are negotiating with Verizon and National Grid for poles that need replacement and reduced the number that was thought to need replacing
- c). Easements from Pete Brown were reviewed and Mr. Brown agreed to the easement plan.
- c). The total costs for make ready are in the range of costs that MBI originally estimated
- d). David said that cost overruns will be covered by the state as they promised to cover costs in the application process that go over what was estimated.
- e). Material costs will come soon from WG & E
- f). The stand alone hut was discussed and more information will be provided soon.
- g). WG & E are installing poles June 11 on Davis Mine Road and traffic control was discussed up to 10 days, to put up signs for local traffic only. It was agreed to send a letter to inform residents.
- h). Enrollment was discussed and updating the current contact list was discussed.
- i). Bid process was discussed and Chair Morse said she would contact Andrea Woods for answers.

j). WiredWest Update: There are some negotiations between WiredWest and Westfield Gas & Electric concerning future work once the construction is completed.

2. County Road Discussion: Chair Morse said that considering the Discontinuing Maintenance of County Road was a big decision and that she would like to have input from Town Counsel before proceeding. It was agreed to list all options and the process for proceeding with each option. Following discussion, it was agreed to have Town Counsel attend a meeting to discuss further.

Police Chief Julie Shippee announced she would be recording the meeting.

2. Job Description, Police Dept. (appt. w/ Chief Shippee at 7:30 p.m.): Select Board members reviewed job descriptions for the Police Chief and Police Officer positions. Future training was discussed and well as completion of timesheets.
4. Benches for Town Common- Line Item Transfer Request: There was discussion about replacing the benches that were on the Town Common. Highway Superintendent found out that the company that made the prior benches are no longer doing so. It was agreed to contact Russ Jolly, a resident and woodworker to see if he could make 3 new benches in this fiscal year. Chair Morse discussed a Line Item Transfer be made in the future from the Selectman's Account for the purpose since she was not taking a Select Board pay. Chair Morse said she would bring the Line Item Transfer paperwork to next meeting for a decision.

NEW BUSINESS

1. Use Policy – Equipment/Offices/Vehicles: Member Sokol said that he received complaints from members of a town dept. reporting that other depts. were accessing spaces and equipment without prior permission. Member Sokol said that for the sake of organization, to start with canvassing all depts. and ask who is responsible for access, maintenance and oversight of that dept.'s equipment and spaces. They would be asked to give a list of areas that dept. is responsible for and who should be asked for permission to access or use . In addition, it was agreed to investigate a method of how to secure the Fire Dept. office so equipment would be more secure.
2. Discuss upcoming 2018 Appointments /Schedule: Chair Morse said that she was working on reviewing the Appointment List for Town positions and would start the process at next meeting.
3. Annual Agreement FC Sheriff Office for Regional Dog Control Services: Select Board Members reviewed the Regional Dog Control Services Agreement which provides dog control services for Rowe.

Motion to Sign Agreement: Chair Morse made a motion to sign the Regional Dog Control Services Agreement with the Franklin County Sheriff's Office and the Town of Rowe for the period of July 1, 2018 through June 30, 2019. The motion, seconded by Chuck Sokol, was unanimously accepted. (3/0/0)

4. Generator Service Bill: Chair Morse said the school made a request for a Reserve Fund Transfer due to the Emergency Management's FY18 budget reduction. Since it is related to the school acting as the town's emergency center, it should be paid for by the emergency management budget.

Motion to Request Reserve Fund Transfer: Chair Morse made a motion to sign the Rowe Elementary School's request for a Reserve Fund Transfer for \$470.00 to cover the Yearly maintenance bill for Powers Generators. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

5. IT Annual Review Follow-up: There was discussion about the meeting with Joel Mollison of Northeast IT concerning the annual review. It was agreed to update the Police Chief's computer and install a new computer for the new administrative position. The necessity to upgrade all the computers to a new operating system by 2020 was discussed.
6. Elevator Bid: Select Board members reviewed FY19 Elevator and Lift Maintenance Services Bid Opening provided by Franklin Regional Council of Governments Chief Procurement Officer, Andrea Woods. The bid will have a two one-year extensions if they perform satisfactory. The low bid was awarded to United Elevator Company of Weymouth, MA and vetted by Ms. Woods.

Motion to Accept Bid: Chair Morse made a motion to accept the low bid from United Elevator Company of Weymouth, MA for a one year contract for FY19 with the option of renewing two one-year contract extensions. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

7. Executive Secretary Updates:

- a). Ms. Boudreau said she would be attending the regional meeting with area towns concerning Animal Control. She provided meeting minutes and said the next meeting would be June 11 in Buckland.
- b). Ms. Boudreau asked whether the Board wanted her to pursue repairing electrical service to the gazebo and, following discussion, it was agreed it was not necessary. It was agreed to investigate adding a few solar lights.
- c). There was discussion about the time involvement to assist in the printing of the Goal Post and the observation of some problems with the production. It was agreed to meet with the Planning Board in the future and discuss the impact on Executive Secretary office.

7. Nuclear Waste Disposal: Vice-Chair May reported speaking with a company that reported safely disposing of spent nuclear fuel. May concluded that the idea did not totally solve the issue of disposing of waste since it was buried in the ground. The company is called Deep Isolation, Inc. of Berkeley, CA.

8. Mail and Correspondence: Members reviewed mail and correspondence. No action required.

Warrants FY18 W25, Payroll FY18 W24

Vice-Chair May invoked the Rule of Necessity due to his wife was on the payroll.

Audience Comments:

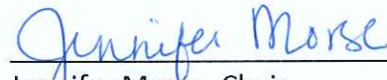
- There was a question about replacing benches on Town Common
- There was a letter presented to the Board concerning the composition of the Insurance Advisory Committee

Adjournment: Seeing no further business, Chair Morse made a motion to adjourn the Meeting at 9:53 p.m. The motion, seconded Vice-Chair May, was accepted. (3/0/0)


Janice Boudreau
Executive Secretary

Approval Date: June 13, 2018

Approved:



Jennifer Morse, Chair



Dennis May, Vice-Chair



Chuck Sokol, Select Board Member

Documents:

- Agenda 05-30-18
- FC Sheriff's Office Agreement and Town of Rowe
- ACO meeting information
- Reserve Fund Transfer
- Job Description Police Chief, Police Officer
- Elevator Maintenance Bids
- Mail: FCRHRA re: Block Grants FY19
- Safe Nuclear and Waste Disposal - Deep Isolation, Inc. of Berkeley, CA.
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